

Multilingual Premium

QUICK REFERENCE GUIDE

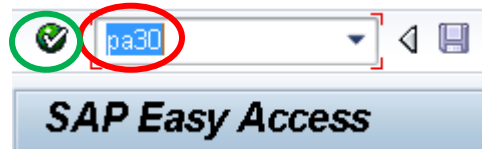
Use this procedure to enter the Multilingual Premium for employee. This premium is only approved for a few agencies and only certain individuals within those agencies.

PA30 IT0014

This should only be entered for employees approved for the premium. These employees have the hours entered on CAT2. The IT0014 has to be set up correctly to ensure the employee will be compensated.

Prerequisites:








- Employee and Agency are approved for the Multilingual Premium
- You must have access to the employee



Enter the Transaction code (**PA30**) in the command field

Click the **green check**

Maintain HR Master Data

Personnel no. 1727
 Name Ariana Lane Status Active
 EE group B Non-Chapter Personnel area 0001 Executive
 EE subgroup 02 ASC Salary 37.5 Pers. subarea 1001 FT N-Exempt

Basic personal data Payroll Benefits Time Taxes Planning Data

Infotype text S.. ☐
 0003 Payroll Status ☒
 0008 Basic Pay ☒
 0009 Bank Details ☒
 0014 Recurring Payments/Deductions ☒
 0015 Additional Payments ☐
 0194 Garnishment Document ☐
 0195 Garnishment Order ☐
 2010 Employee Remuneration Info ☐

Period
☒ Period
 From To
☐ Today ☐ Curr. week
☐ All ☐ Current month
☐ From curr. date ☐ Last week
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year

Direct selection
 Infotype 0014 Recurring Payments/Ded... STy 2005 Multilingual Pay Rate

Enter the required fields for the multilingual Premium that include:

- Enter the **PRNR** in the "Personnel no." field
- Enter **14** in the "Infotype" field
- Enter WT **2005** in the "Sty" field

Once all the required fields have been completed click on the **Create** button at the top of the screen.

Create 0014 Recurring Payments/Deductions

Personnel No: 1727 Name: Ariana I
 EE group: B Non-Chapter Personnel area: 0001
 EE subgroup: 02 ASC Salary 37... Pers. subarea: 1001
 Start: 9/1/15 to: 12/31/9999

0014 Recurring Payments/Deductions
 Wage Type: 2005 Multilingual Pay Rate
 Amount: USD ☐ Ind
 Number/unit: .30

Enter the **amount** to of the multilingual Pay Rate for the employee.

1. .30 = for employees that use another language for
2. .60 = for employee that use another language for

Enter the beginning date the multilingual will begin in the Start field.

Click the **save** button to create the record.

NOTE:

The word “level” will appear in the field to the right of the Pay Rate after the record is saved

After the start date of the record you can begin to enter the multilingual time code on the timesheet in CAT2 or other KHRIS related timesheet. The time code to record the multilingual premium is 9LNG. This is a premium only and must be recorded with the same number of hours as the attendance type. The employee cannot have more premium hours than sum of 1REG + 6ADL hours.